

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;">Chisinau</div>	2. Agency Department of State	3a. Position Number A01002		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Political Assistant	FSN-9		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> )		7. Name of Employee		
8. Office/Section		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Serves as Political Specialist, obtaining, compiling and analyzing political information from published and unpublished sources. Prepares factual and analytical reports and cables on the whole spectrum of Moldovan political developments. Develops and maintains extensive and diverse contacts at a relatively high level in the Moldovan Government and private sector. Serves as principal Romanian-language interpreter for the Front Office and visiting officials, dealing with a broad range of complex technical and conceptually difficult issues.				
14. Major Duties and Responsibilities				

Obtains comprehensive information on all aspects of the Moldovan political environment from published sources and through personal contacts, determining which issues are of interest to the Political and Economic section, as well as the Front Office. Prepares factual and analytical reports and cables on the whole spectrum of current Moldovan political developments and trends, frequently containing highly technical, conceptual, or complex details requiring succinct and clear writing skills. Identifies and monitors key political issues in Moldova, drawing on daily press, government reports and press releases, legislative enactments, and proceedings of legislative bodies and political party conventions. Makes forecasts of future political developments. Provides the Embassy with advice and recommendations relating to policies and strategies of the Government of Moldova and the Transnistrian authorities. Contributes to biographical reporting on key personalities. 40%

Serves as a Romanian-language interpreter for the Ambassador, Deputy Chief of Mission, and the Political and Economic Section, accompanying them on official calls with senior-most levels of the Moldovan Government, as well as fieldtrips, dealing with a broad range of complex technical and conceptually difficult issues. May also be required to perform simultaneous translations. Briefs or participates in briefings of visiting USG officials, developing schedules and arranging appointments, and often accompanies them to meetings with government and other officials, serving as interpreter. Translates highly technical and sophisticated political, legal, and governmental material into English from Romanian and vice versa. When required, serves as a Russian-language interpreter, performing all of the above duties. 25%

Develops and maintains an extensive and diverse range of contacts at a relatively high level of government, Parliament, political parties, press and other media, educational institutions, non-governmental organizations, and international organizations. Attends parliamentary sessions, providing the Embassy with analysis of legislative developments. Attends political and civil society events, providing the Embassy with a summary. 25%

Serves as the back-up to the Protocol Assistant and the Russian-language Political Specialist/Translator.

Performs other duties as assigned. 10%

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

University Degree in Political Science, International Relations, History, International Law, Public Policy, Public Administration, Journalism, Social Sciences or Foreign Languages.

b. Prior Work Experience:

At least three years of experience in reporting on political matters, university teaching, applicable government work or work with an applicable non-governmental or international organization.

c. Post Entry Training:

On the job training is provided, along with formal training opportunities.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level 4 (Fluent) speaking/reading/writing in English, Romanian and Russian is required.

e. Job Knowledge:

Must have thorough knowledge of host country's political, economic, and social structure, institutions, political parties, historical development, and key political figures. Must have a sound grasp of U.S. foreign policy objectives vis-à-vis the host country. Must have a thorough understanding of internal political reporting requirements.

f. Skills and Abilities:

Ability to develop and maintain an extensive range of high-level contacts. Ability to inter-relate political developments to economic and social forces and factors at work in the host country. Ability to plan, organize, and execute complex research projects and to prepare precise and accurate factual and analytical reports.

16. Position Elementsa. Supervision Received:

Receives direct supervision from the Deputy Chief of the Political and Economic Section. Work is reviewed for accuracy, completeness and quality.

b. Supervision Exercised:

None

c. Available Guidelines:

10 and 11 FAMS

d. Exercise of Judgment:

Incumbent exercises own judgment under the supervision of the Deputy Chief of the Political and Economic Section. Incumbent must use own judgment, with guidance from Embassy Officer, as required for difficult, sensitive, or complex matters.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

High-level contacts in the Embassy to carry out duties associated with accomplishing mission objectives. Contacts with a broad range of relatively high-level officials in the Moldovan Government to develop contacts, obtain information, and relay information.

g. Time Expected to Reach Full Performance Level:

Six months